

ICDDR,B

# Employees' Code of Conduct Policy

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Version-01

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Approved by



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Executive Director

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**i. Background**

icddr,b makes a priority in maintaining a safe, secured, positive, collaborative and professional culture and promoting a sound basis for mutual understanding amongst all staff members. We believe that all staff members share a common interest in securing the aims and objectives of icddr,b, safety and security of all and wish to work together based on the key characteristics of collaboration, teamwork and mutual respect. To assist in achieving these aims and objective icddr,b has adopted this Employees' Code of Conduct Policy.

**ii. Purpose**

This policy outlines the principles and expected processes and conduct that is required from all staff members as part of their employment. This Policy aims to ensure a safe working environment and foster the best possible relations between icddr,b management and staff and provide a basis for mutual understanding including:

- A commitment to work together in a spirit of mutual confidence and cooperation to further the success of icddr,b;
- Establishing a safe, respectful and efficient working environment;
- Ensuring the avoidance of work interruption;
- Eliminating all forms of security risks
- Eliminating all forms of coercion, intimidation, victimization, defamation and harassment;

- Utilizing the processes and policies available to securing the settlement of disputes and grievances

**iii. Scope & Enforcement**

This policy applies to all staff and the provisions of this Policy are expressly incorporated as essential employment conditions of all staff. Any violation of this policy shall be construed as a breach of the employment contract and shall be treated as misconduct. Any staff member found to be in breach of this policy will be subject to disciplinary measures as per icddr,b Staff Rules and Regulations. This Policy shall be read in conjuncture with the Code of Ethics and Professional Conduct as prescribed in the Institutional Governance Framework.

**iv. Policy**

**All staff members recognize and adhere to the notion that:**

- 1.0 It is the essence of their employment to conduct all their activities in a manner that serves the best interest of icddr,b and complies with the rules, regulations, processes, policies and instructions of management. The Organization's interest and the safety of all involved personnel shall always take precedence over personal and/or group interest.
- 2.0 It is the responsibility of Management to plan, manage and organize all operations in order to achieve and maintain efficiency and remain viable. This includes, but is not limited to, the discretion to select, hire, promote,

demote, suspend, terminate and assign the size and composition of the work force; to maintain all fiscal and legal operations of icddr,b; to establish, change and/or abolish personnel policies, procedures, rules and regulations, including policies and procedures set out in the staff rules; to create, abolish, and modify positions, descriptions, and job classifications; and to assign duties in accordance with the needs and requirements determined by icddr,b. The Executive Director or his/her designee is responsible for carrying out and monitoring these functions. It is a condition of employment that all staff members observe the Staff Rules and Regulations, organizational policies and instructions which may be issued from time to time.

3.0 Staff members will not encourage, solicit, aid, abet, conspire or commit any act which interferes with icddr,b activities, creates security risks, leads to disruption of work or creates adverse publicity for icddr,b. This includes:

3.1 Any unauthorized meeting or demonstration during business hours, within business premises and/or using organizational resources which is determined by the Executive Director or his/her designee as having the effect of interrupting the due course of business or contradicts the best interest of icddr,b.

3.2 Any act which may prevent fellow employee(s) or any lawful visitors from entering their place of work or completing official activities; any form of restraint or confinement of fellow employees.

3.3 Any unauthorized communication with the media (as prescribed by the Media Relations Policy), making any public statements, displaying placards, banners or using any social media platform to lower the reputation of the organization or any fellow employee(s)

3.4 Any act of physical assault or intimidation on icddr,b property

3.5 Carrying of firearms, other weapons or such other instruments or articles which might pose a security risk in icddr,b premises

3.6 Disregarding the safety and security rules, assisting access of unauthorized persons in icddr,b premises through improper channels

3.7 Theft and/or unauthorized use, sharing or removal of icddr,b property or information or general breach of confidentiality

3.8 Concealing or aiding to conceal information or evidence critical to any

proceedings, legal or otherwise, involving icddr,b

4.0 All staff members will be treated with respect and no fellow employee will be treated with threatening, defamatory, coercing or interfering behavior by fellow staff members. All staff members shall ensure that their conduct is not injuring and/or lowering the image and reputation of any other fellow employee(s). In case of any legitimate concern or complaint, in compliance with paragraph 5.1 below, all employees shall follow applicable policies and procedures in place. All forms of rumors, verbal or written public accusations and discussion shall be avoided to protect integrity of the other individual(s).

4.1 The policies and processes for the settlement of grievances and disputes, including the Whistleblower policy, and the Grievance Policy, should be used as and when required.

5.0 All meetings will be conducted within the scope for which permission for such meeting has been granted and in a manner to ensure that professional behavior is maintained at all times. During such meetings, personal accusations and/or inappropriate

conduct will not be tolerated. Any meeting determined by the Executive Director or his/her designee to be contrary to the best interest of icddr,b shall not be permissible and any violation of such direction shall be reported.

**v. Right of Association:**

Subject to legitimate limitations, Staff Rules & Regulations, all applicable policies including this policy and any other written agreement(s) and/or instrument(s), icddr,b recognizes the rights and benefits of its employees to form authorized association. Within that spirit, icddr,b recognized that the Staff Welfare Association (SWA) has the responsibility to represent staff welfare issues effectively, provided that such responsibilities are discharged by SWA as a facilitating partner of Management. Such association and representation shall take the form of dialogues and negotiations in good faith with management representatives with the understanding that the ultimate responsibility and liability of managing icddr,b is vested with the Executive Director and his/her designees and that despite best endeavors, all demands from staff may not be materialized as being in the best interest of the Organization. All staff members must recognize the finality of any executive decision made by the Executive Director or his/her designee after any dialogue/negotiation session and shall adhere to the same indiscriminately.